



**Nita M. Lowey**  
**21<sup>st</sup> Century Community Learning Centers**  
**Grant Fiscal Year 2024 (FY24)**

# Continuing Grant Application Guidance

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Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers  
(21<sup>st</sup> CCLC) Grant  
Fiscal Year 2024 (FY24)

# Continuing Grant Application Guidance

## Introduction

Year 1 of the 21<sup>st</sup> CCLC Grant is competitive, and Years 2-5 are Continuing based on maintaining program eligibility requirements.

*In the event that anticipated federal funding is decreased or eliminated, a proportional decrease will be made to all awardees. All funding is contingent upon ADE's receipt of federal funds*



The link to log in via the ADEConnect portal is found on the ADE Grants Management web page <http://www.azed.gov/grants-management/>. This page also offers system guidance and contact information for Grants Management.

You will need an ADEConnect username and password to submit your Continuing Application.

The Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers - Continuing<sup>1</sup> Grant Application is available in the Grants Management System (GME) which is accessible in the ADEConnect portal found on the ADE Home Page. **It will be posted on March 1, 2023. The Continuing Application will be due June 2, 2023.**

GME Home		Funding Applications			
Search	YOUR District (12345) YOUR District- FY 2024 - Medium Risk				
Inbox	2024 :   All Active Applications :				
Entity Information					
Planning					
Monitoring					
Funding					
Reimbursement Requests					
Project Summary					
LEA Document Library					
Address Book					
Contact ADE					
Grants Management Resource Library					
Help					
GME Sign Out					
User Name					
Production					
Session Timeout	00:38:55				
Entitlement Funding Application	Revision	Status	Status Date		
21st CCLC Yr 2	3	Not Started	03/1/2023		
21st CCLC Yr 3	2	Not Started	03/1/2023		
21st CCLC Yr 4	1	Not Started	03/1/2023		
21st CCLC Yr 5	0	Not Started	03/1/2023		
Education for Homeless Children & Youth Continuation	1	SEA Education for Homeless Children & Youth Continuation Director Approved	10/31/2022		
ESEA Consolidated	2	Revision Started	10/28/2022		
IEEA Consolidated - Entitlement	2	SEA IEA Consolidated - Entitlement Director Approved	11/28/2022		
Migrant Ed Basic Grant	0	SEA Migrant Ed Basic Grant Director Approved	10/9/2022		
School Safety Program Expansion - Continuation	1	Revision Started	7/25/2022		
Title III LEP	2	Revision Started	11/16/2022		
Competitive Funding Application	Revision	Status	Status Date		
21st CCLC Yr 1 - New	3	SEA 21st Century Community Learning Centers Yr 1 - New Director Approved	1/16/2022		
Adult Education Consolidated - Mohave/La Paz - Year 1	0	Not Started	11/30/2022		
Computer Science Professional Development Program	0	Not Started	11/30/2022		
CTE Innovative Programs	0	Not Started	11/30/2022		
CTE Statewide Leadership 1	0	Not Started	11/30/2022		
Dyslexia Training Designee Grant	2	LEA Authorized Representative Approved	11/14/2022		
Fresh Fruit and Vegetable Program - Period 1	0	Not Started	6/29/2022		
Fresh Fruit and Vegetable Program - Period 2	0	Not Started	11/22/2022		
School Improvement Sustainability Grant	0	Not Started	3/16/2022		
SEI Budget - Comprehensive	1	SEA SEI Budget - Comprehensive Director Approved	9/14/2022		
Systemic Leadership Development	1	SEA Systemic Leadership Development Director Approved	8/29/2022		
Targeted Support and Improvement Grant	0	Draft Started	11/30/2022		

<sup>1</sup> The Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers - Continuing Grant Application was formerly called the RENEWAL application.

# How to build your 21st CCLC Grant Budget



<http://www.azed.gov/21stccclc/application-information/> See the 21<sup>st</sup> CCLC website’s “Grant Application Competition Information” webpage for the “21<sup>st</sup> CCLC Budget Narrative Worksheet GME” under the “Grant Resources” Tab.

Complete a budget for each site within the funding application. Before submitting the 21<sup>st</sup> CCLC application, applicants **MUST** contact their Finance & Accounting Office for guidance on developing the budget and for information on the most current budget coding. In addition, 21<sup>st</sup> CCLC applicants **MUST** consult their Human Resources Office for guidance on Salary Placement Schedules and Hiring Procedures.

\*The Arizona Auditor General website is <https://www.azed.gov/> for USFR Chart of Accounts for School Districts and USFRCS for Charter Schools and other important fiscal resources.

Be specific when completing the budget narrative descriptions.

## Budget Alignment

- Budget will be checked for alignment with entire grant proposal
- Budget items should conform to the USFR or USFRCS Chart of Accounts
- The requested dollar amounts are reasonable and necessary
- Appropriate staffing requirements are reflected in the budget (One Site Coordinator must be on Site during center hours)
- Budget should include costs for **MANDATORY** 21<sup>st</sup> CCLC annual symposium for the Principal and Site Coordinator(s).

## Recommended Budgetary Guidelines

- Administrative costs may not exceed 30% of total budget and may not fall below 50% in the 1000 – Instruction Function Code during any year of the grant cycle. See the screenshot below for an example. Expenditures above the blue line must be higher than all other expenditures below the blue line

Function Code	Total
1000 - Instruction	\$86,129.05
2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	\$32,317.45
2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	\$1,553.50
3000 - Operation of Non-Instructional Services	\$0.00
0000 - Other	\$0.00
<b>Total</b>	<b>\$120,000.00</b>
Adjusted Allocation	\$0.00
Remaining	(\$120,000.00)

- Some Examples of Non-Instructional Costs

Function Codes in the 2100 or 2300 series do not automatically fall under the 30% administrative threshold. Contact your assigned Education Program Specialist if you need any technical assistance

Costs that <b>DO</b> count towards the 30% Administrative threshold	Costs that do <b>NOT</b> count towards the 30% Administrative threshold
Site Coordinator Salary and Benefits	Academic Year/ Summer Learning Transportation Services (some expenditures include salaries and benefits for drivers and fuel)
District Coordinator Salary and Benefits	Crossing Guard Salary and Benefits

Internal Evaluator Salary and Benefits	Security Guard Salary and Benefits
Supplies and Capital Costs for above positions	Family Engagement Activities to meet the goals of the 21 <sup>st</sup> CCLC Grant
	Para-Professional Direct Student Services (such as working with a group of students)
	Professional Development, Training, Curriculum Development, and Planning activities for 21 <sup>st</sup> CCLC Staff

\*Refer to the Job Description and USFR or USFRCS chart of accounts to determine the appropriate coding in the Grants Management Enterprise (GME) system.

- Capital costs do not exceed 10% of the total budget. To avoid supplanting, capital items purchased with 21<sup>st</sup> CCLC funds may only be used outside of the regular school day, unless the capital items are purchased on a cost-shared basis proportional to the amount of use during whole day
- Transportation costs billed to the 21<sup>st</sup> CCLC grant should not exceed 4% of the annual budget when deemed necessary
- External evaluator/consultant costs do not exceed 5% of total budget. Internal evaluator costs will be included in the administrative cost percentage
- Indirect Costs charged to the grant may not exceed the negotiated restricted indirect cost rate. Indirect Costs may not be charged on capital expenditures. If Indirect Cost Rates have not been loaded into the Grants Management Enterprise System, and the applicant plans to charge the 21<sup>st</sup> CCLC grant, then applicant will write a narrative to this effect in the budget narrative description in the support services supply line (as a placeholder). The narrative should clearly indicate that this is a temporary placement of an allocation for anticipated Indirect Costs, and once the Indirect Cost Rate is approved, the applicant will submit a budget revision to include the final negotiated indirect costs in the Indirect Costs line of the budget
- Educational Field Trips are allowable under certain conditions as described in the 21<sup>st</sup> CCLC Guidance Handbook. Field trips to places where the purpose of the trip is to reward students or provide amusement, social activities, or entertainment are not allowable
- A Capital Outlay Worksheet (COW) is required when an organization budgets in the capital codes within the Funding Application. For Districts, the codes are 6731-6739. For Charters, the code is 0190. Contact the Grants Management Department for technical assistance

## Budget Application Information

- Staffing Requirement - Must employ at least one site coordinator per site to be on site during center hours. School Administrators with contracts requiring them to be available to work 24/7 may not perform paid work in the 21<sup>st</sup> CCLC program, as that would be considered supplanting.
- Supplies – You may show items and dollar amount per type. Example: Curriculum Software (identify) = \$500, Classroom Supplies – pencils, paper and consumables at \$200 per class x 15 classes = \$3,000; Copier Supplies – Toner – 8 cartridges at \$50 each = \$400

- c. Salaries - Show the formula indicating the number of staff and title of position:
1. dollar amount per hour x number of hours per day x number of days per week x number of weeks = total  
OR
  2. dollar amount per hour x number of hours per day x number of days per term = total.
  3. List staff for both the ACADEMIC YEAR and SUMMER terms.  
*Examples:*
    - ACADEMIC YEAR - 5 Academic Instruction Teacher @ \$30 hr. x 2 hr. per day x 4 days per week x 30 weeks = \$36,000.00
    - ACADEMIC YEAR - 2 Academic Enrichment Teachers @ \$30 hr. x 2 hr. per day x 4 days per week x 30 weeks = \$14,400.00
    - ACADEMIC YEAR - 5 Academic Instruction Teacher @ \$30 hr. x 2 hr. per day x 105 days per academic year = \$31,500.00
    - ACADEMIC YEAR - 2 Academic Enrichment Teachers @ \$30 hr. x 2 hr. per day x 105 days per academic year = \$12,600.00
    - SUMMER - 8 Teachers @ \$25 hr. x 4 hr. per day x 4 days per week x 4 weeks = \$12,800.00
    - ACADEMIC YEAR - 1 Paraprofessional (working directly with students) @ \$14 hr. x 2 hr. per day x 4 days per week x 30 weeks = \$3,360.00
    - ACADEMIC YEAR - 1 Paraprofessional (working as clerical support) @ \$14 hr. x 2 hr. per day x 4 days per week x 30 weeks = \$3,360.00
    - ACADEMIC YEAR - Substitute Teachers to enable teachers to attend professional development @ \$100 x 3 substitute days = \$300.00
- d. External Evaluators/Consultants – Show the formula indicating the evaluator’s /consultant’s name, description of service x dollar amount per hour x number of hours per day x number of days per week x number of weeks for academic year and summer school = total. An external evaluator/consultant is **not required**.
- Example:* XYZ Education Inc., provide evaluation services @ \$50.00/hr. x 4 hrs. per day x 1 day per month x 10 months = \$2,000
- e. Capital Expenses – Consult with your Business Office and/or Internal Auditors to decide if furniture and equipment should be put in Capital or Instructional Supplies. A Capital Outlay Worksheet is required when an organization budgets in the capital codes within the Funding Application. For Districts, the codes are 6731-6739. For Charters, the code is 0190. Contact the Grants Management Department for technical assistance. Also, indicate in the budget narrative description if the capital items will be used exclusively for the 21<sup>st</sup> CCLC program or if there is a cost-share with the regular school day which will allow the regular school day to use the capital items for an appropriately proportioned amount of time.
- f. Vendors – While you may have been solicited by a vendor or contractor, be advised that the Arizona Department of Education does not endorse vendors. We do highly encourage you to seek quality services at a reasonable cost that help you meet the objectives stated in your grant application. If you choose to contract professional services, make sure the budget narrative includes:

1. vendor name & type of service
2. number of students/families who will benefit from the service
3. number of hours provided
4. cost per hour of service
5. duration of service

*Example:* ACADEMIC YEAR - XYZ Contractor (identify contractor) to provide physical education services to approximately 15-20 students @ \$75.00 per session x 20 1-hour sessions = \$1500.00

- g. Generation of Program Income - Generation of program income\* is NOT allowed by ADE. This includes any fundraising by 21<sup>st</sup> CCLC programming or program income, including fees for student participation. ADE does NOT allow program income to be generated by charging fees for students to participate in 21<sup>st</sup> CCLC programs.

**Reason:** Participant fees can result in exclusion. Even if scholarships are offered, or the fees seem nominal to program staff or leaders, some students or their families may not even apply to participate if they see or become aware of a fee for the program. As there is no way to prove that this type of exclusion is not happening, and it is the intent of the law to ensure that exclusion does not occur, ADE does not allow 21<sup>st</sup> CCLC participant fees.

\*Program income is income generated using 21<sup>st</sup> CCLC resources.

- h. Private School Consultation – The site submitted an affirmation of consultation form when initially applying for the 21<sup>st</sup> CCLC grant. Since the school/site was awarded, the District should include the 21<sup>st</sup> CCLC Title IV-B program along with its other federal programs when completing subsequent annual private school consultation for the duration of the 21<sup>st</sup> CCLC grant award. The latest Affirmation of Consultation form is located at <https://www.azed.gov/titlei/privateschools> under the *Affirmation of Consultation* tab when available. The affirmation of consultation form should be uploaded into the continuing application when it is completed by the District.
- i. Affirmation of Consultation with Tribal Representatives – Go to the Office of Indian Education website: <https://www.azed.gov/oie/tribal-consultation> to determine if Tribal Consultation is required by law for certain schools meeting criteria defined by the Every Student Succeeds Act (ESSA) of 2015, Public Law 114-95. School districts, also called Local Education Agencies (LEAs), who meet specified criteria are required to consult with tribes in their service area. These LEAs are labeled “affected” LEAs. If your organization is on the “Affected LEAs” list, then open the “Tribal Consultation Guide” for information about how to submit the Affirmation of Tribal Consultation form.